



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Montgomery County District and Circuit Courts Mental Health Case Manager
RFP #8842

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) seeking prospective Offerors for (1) one Part-Time Mental Health Case Manager to perform Court Docket Coordination services and District Court Case Management services for Montgomery County District and Circuit Courts.

1. Scope of Work

Qualifications of the Mental Health Coordinator Docket Services:

Education: Bachelor's Degree from an accredited college or university in public or court administration, business management, criminal justice, social work, psychology, human/family services or related field.

Experience: Three years of progressively responsible administrative experience to include project or program management, in the field of mental health services, addictions, human/family services, public safety or law enforcement.

Preferred: Two years of fieldwork or case management experience to include project or program case management, in the field of mental health, human/family services, addition services, public safety or law enforcement, corrections, or court management.

Qualifications of the Mental Health Court Case Manager:

Education: Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field.

Minimum: Associate's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field; two years case management field work experience.

Experience: Two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, court management.

Contractor's Responsibilities: The Mental Health Court Docket Coordination service will facilitate weekly or by-weekly meetings for both the District and Circuit Court Mental Health Court Docket team, participate in court proceedings and document activities for the docket files. This service will be responsible for managing the resources, referral components, data collection, and reporting and identifying and securing client incentives for the Montgomery County District and Circuit Court Mental Health Court participants.

The District Court Case Management Services will complete initial intake forms, evaluate participant needs, make referrals, input data into SMART, and identify community resources for participants. The management services will also be responsible for conduct initial intake summaries, complete court records, coordinate services with treatment providers, and perform other duties as assigned within the Montgomery County District and Circuit Court Mental Health Court.

District Court Responsibilities: The District Court will be responsible for conducting hearings during normal weekday hours, one day per week with all participants coming to court at least once per month and more frequently if participant is in crisis. The District Court will closely monitor the participants in the program and determine the most appropriate sanctions, incentives, and or other response for each case, and modify case plans as needed.

2. Hours, Holidays, Location:

- Hours of Operation - 8:30 a.m. - 4:30 p.m. Monday through Friday except legal holidays.
- Services shall NOT be provided on State Holidays, official general election holidays and any other days when AOC facilities are closed.
- District Court of Maryland, Montgomery County 191 East Jefferson Street Rockville MD 20850.

- 3) **A (MANDATORY)** Pre-Proposal Conference will be held on **Wednesday, October 3rd, 2018** beginning at **12:00PM** at District Court of Maryland, Montgomery County 191 East Jefferson Street Rockville MD 20850 / 5th Floor Library. Attendance at the Conference is mandatory in order to facilitate better preparation of proposals.

In order to assure adequate seating and other accommodations at the Conference, please e-mail the Conference Response Form to the attention of the Procurement Officer no later than **Tuesday, October 2nd, 2018 at 2:00PM**. The Conference Response Form is included as Attachment **B** to this RFP.

The Conference will be summarized. As promptly as feasible subsequent to the Conference, that record and all questions and answers known at that time will be posted to the Judiciary's Procurement website and eMarylandMarketplace.

4) Contract Type

The resulting contract shall be for Fixed Price.

5) Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin at the execution date of the contract and extend for a base period of **(1) one year**. The Judiciary shall have the sole right to exercise up to **(2) two one-year** renewal options at its discretion contingent upon availability of grant funding. Audit, confidentiality, document retention, and indemnification obligations under this Contract shall survive the expiration or termination of the Contract.

6) Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

April Molley, Procurement Officer
Maryland Judiciary
Procurement and Contract Management
Telephone: 410-260-1583
Email: april.molley@mdcourts.gov

7) Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services, and
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8) Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00PM (local time) on October 17th, 2018** in order to be considered.

9) Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

ATTACHMENT A – PRICE PROPOSAL FORM

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Labor Categories	A	B	C
	Hourly Labor Rate	Total Hours Weekly*	Total Annually Price
Base Year (1) Mental Health Case Manager	\$	20	\$
Option 1 (Year 2) Mental Health Case Manager	\$	20	\$
Option 2 (Year 3) Mental Health Case Manager	\$	20	\$

Authorized Individual Name/Date

Company Name

Title

Company Tax ID #

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents. *Estimated hours for evaluation purpose only, and do not constitute billing basis.

ATTACHMENT B – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Project No. RFP #8842

Project Title: Montgomery County DC and CC Mental Health Case Manager

A (MANDATORY)

**Pre-Proposal Conference: Wednesday, October 3rd, 2018 beginning at 12:00PM
District Court of Maryland, Montgomery County
191 East Jefferson Street
Rockville MD 20850
5th Floor Library**

Please e-mail this form to the Procurement Officer:

april.molley@mdcourts.gov

By October 2nd, 2018 at 2:00PM advising whether or not you plan to attend this Conference.

Please indicate:

_____ Yes, the following representatives will be in attendance:

1.

2.

_____ No, we will not be in attendance.

Company/Firm/Company Name

Telephone

Contact Name

ATTACHMENT G – MARYLAND DEPARTMENT OF GENERAL SERVICES
AUTHORIZATION OF RELEASE OF INFORMATION FORM

**STATE OF MARYLAND
GENERAL SERVICES MARYLAND CAPITOL POLICE**

AUTHORIZATION OF RELEASE OF INFORMATION

I, _____
LAST FIRST MIDDLE RACE SEX

D.O.B. ADDRESS SOC. SEC. NO.

hereby authorize a review and full disclosure of all criminal records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of General Services Police, and or the District Court of Maryland, whether the said records are public or private, and including those which may be deemed to be of privilege or confidential nature. The intention of this authorization is to provide information which will be utilized for investigative resource material.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Witness

Applicant

Address

Date

ATTACHMENT H – Maryland Department of General Services Police Contractors Security Clearance Form

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor



C. Gail Bassette
Secretary

Michael S. Wilson
Chief of Police

**MARYLAND DEPARTMENT OF GENERAL SERVICES
MARYLAND CAPITOL POLICE
CONTRACTORS SECURITY CLEARANCE**
Application / Employee Information

1. FULL NAME _____
i. (First) (Full Middle Name) (Last)
2. ADDRESS: _____
3. GENDER: _____ RACE: _____ HEIGHT: _____ WEIGHT: _____
4. DATE OF BIRTH: ____/____/____ 5. SS#: _____
5. HOME TELEPHONE #: _____
6. **ATTACH COPY OF APPLICANT'S DRIVER'S LICENSE - (Make sure photo is clear and light enough to identify the individual) Contractor (\$15.00 – Pay By Check /Money Order Only)**

Company Information

1. NAME OF COMPANY: _____
2. ADDRESS OF COMPANY: _____
3. COMPANY TELEPHONE #: _____ FAX #: _____
4. Judiciary Location: _____ Task _____

Background Check

THE ABOVE CONTRACTOR HAS PASSED A MARYLAND JUDICIARY BACKGROUND CHECK.

AUTHORIZED COORDINATOR: _____
(First) (Last)

For Office Use Only NEW ☐ RENEWAL ☐ LOST ☐

SIGNATURE: _____

ID Card # Front _____ ID Card # Back _____ Payment _____

SCPC SIGNATURE _____ DATE _____

ANNAPOLIS DETACHMENT
29 St. Johns St. • Annapolis, MD 21401
410-260-2911 • fax: 410-974-2224
Email: DGS.MCP@maryland.gov

BALTIMORE DETACHMENT
30 I.W. Preston St. Room M-5 • Baltimore, MD 21201
410-767-2911 • fax: 410-333-7036
Email: DGS.MCP@maryland.gov



Authorization to Obtain Pre-Employment Background Information

Release of Information for Employment Purposes. In connection with my application for employment with Maryland Judiciary, hereafter “employer”, pursuant to 15 U.S.C. §1681, *et. seq.*, I hereby authorize employer and its designated agents and representatives to conduct a pre-employment background check. I understand the scope of the report will be limited to the following areas: verification of Social Security number; current and previous residences; criminal and civil history including records from any criminal justice agency in any or all federal, state, county or international jurisdictions; and motor vehicle records, including traffic citations and registration. This authorization specifically excludes the release of credit and medical information.

PLEASE TYPE OR PRINT NEATLY

Applicant Information		Used for identification purposes only		All applicable fields are required		
Last Name		First Name		Full Middle Name or “NMN”		
Date of Birth (MM/DD/YYYY)		Social Security Number		All other names/aliases previously used		
Do you have a valid driver’s license or a State issued identification (Yes/No)?		License/identification number		Issuing State of license/identification		
Residential Address Information Starting with your current address, please provide previous addresses for the last seven (7) years. Please provide the month and year for each. If additional space is needed, please submit an additional form.						
From	Present	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
From	To	Street Address	City	State	Zip Code	Country
<ul style="list-style-type: none"> I understand that I must provide my date of birth to adequately complete this screening and acknowledge that my birthdate will not affect any hiring decisions. I hereby release employer and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me because of compliance with this authorization. I authorize Maryland Judiciary to conduct this Pre-Employment Check, pursuant to the Fair Credit Report Act, 15 U.S.C. §1681, <i>et. seq.</i> You have the right under that statute, to request, from the investigative agency performing the background check, the report they have prepared in conjunction with your application for employment. You have authorized and requested all courts and law enforcement agencies to release such information without restriction or qualification. 						
Applicant Signature			Date			
Maryland Judiciary Use ONLY						
PIN	Position/Contractor		Department		Section/Location	
Submitted	Posted		Contact		Contact Phone #	

Maryland Judiciary is a drug free workplace. Maryland Judiciary is an affirmative action, equal opportunity employer and prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, religion, age, color, creed, national or ethnic origin, disability, marital status, genetic information, criminal conviction, and/or military status.

Rev. 05/11/15